REQUEST FOR CONTROL AGENCY
POSITION SECURITY – LaGov HCM
ISF050 FORM INSTRUCTIONS

Revised 12/13

This form is currently used by control agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned to ISIS HR Security.

Personnel Area: Personnel Area that the position is assigned to.

Personnel Area Access.   Agency number(s) the position is authorized to maintain or display.

Action (box):   **_Check appropriate action to be taken for position number displayed on form._**

New Access   Establish ISIS HR security for a position that previously did not have ISIS HR security.

Revise Access   Revise access to a position that has ISIS HR security. The security profile specified **completely replaces** the security profile previously associated with the position.

Remove Access   Remove all ISIS HR security for a position that will no longer require ISIS HR access. The ISIS HR Authorizations section must be left blank.

Temporary Auth.   Allows temporary processing access within ISIS HR. Indicate the validity period for the temporary authorization by completing the Start Date and End Date.

Start Date   The effective date of the permissions requested.

End Date   The last date the permissions should remain effective. If not a temporary authorization request it should always read 12/31/9999.

Civil Service Roles:

Inquiry   Allows statewide inquiry for personnel related information.

Job Processor   Creates/modifies jobs within the State of Louisiana.

State Police Commission   Allows inquiry for personnel related information relating to State Troopers.

Legacy System Update   Allows update to the Legacy Systems.

Compliance Inquiry   Allows statewide inquiry access to ISIS HR in order to verify Rewards and Recognitions Compliance.

Office of Information Services Roles:

Security Admin.   Allows maintenance of the security records of ISIS users.

Payment Proposal   Allows processing of payment proposals in ISIS HR.

Sys Admin Security Ltd.   Allows lock/unlock and password reset for users of the ISIS HR system.

Job Monitor   Monitors ISIS HR related system processes.

Portal Administrator   Allows administration of the link between R/3 and Enterprise Portal.

Workflow Administrator   Allows administration of portal workflow.

Travel User Support   Allows inquiry access to information required to support users of the state's portal Travel Expense Re-imbursement system.

Travel Technical Support   Allows administration of technical processes related to the state's portal Travel Expense Re-imbursement system.

TDH User Support	Allows inquiry access to information required to assist users statewide with training and functional help desk questions.
Training Manager	Provides information and runs reports on employee course enrollment, qualifications etc. Approves and schedules courses for employees who do not self-enroll through LSO.
Training Instructor	For OIS employees who teach courses recorded in LSO

OSUP Roles*:*

Financial Inquiry	Allows statewide inquiry for financial payroll-related information.
BFA Processor	Allows processing of benefits and financial administration for state payroll.
GA Processor	Allows processing of garnishment administration for state payroll.
WTA Processor	Allows processing of wage and tax administration for state payroll.

Control Agency Inquiry Roles*:*

LASERS Inquiry	Allows statewide inquiry to retirement related information within ISIS HR.
CPTP Inquiry	Allows statewide inquiry to basic employee information within the ISIS HR System.
OPB/Legislative Fiscal Inquiry	Allows reporting and inquiry access within the ISIS HR System.
OGB Inquiry	Allows statewide inquiry to benefit related information within the ISIS HR System.
OSRAP Financial	Allows statewide fiscal inquiry within the ISIS system.
TRSL Inquiry	Allows statewide access to retirement related information within ISIS HR by the Teachers Retirement System.
Field Auditor/IG	Allows statewide inquiry access to financial information needed for auditing by The Inspector General's office.
Urgent	This box should only be selected when a processing deadline would not otherwise be met.

The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes. When security is no longer required for a position, it is the duty of the Security Administrator or Alternate to submit a request to remove that security in a timely manner.